



The Association of Reform Jewish Educators
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633 Third Avenue | New York, NY 10017-6778

EDUCATOR SEARCH APPLICATION

RETURN ORIGINAL TO:

(Preferably by E-mail)

Rabbi Stan Schickler, RJE
Association of Reform Jewish Educators
633 Third Avenue
New York, NY 10017-6778
212-452-6510 sschickler@reformeducators.org

CONGREGATION/INSTITUTION	Temple Shalom	DATE OF APPLICATION	12/20/2018
STREET ADDRESS	8401 Grubb Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Chevy Chase, MD, 20815		
TELEPHONE NUMBER	301-587-2273	FAX	301-588-9368
E-MAIL	info@templeshalom.net	WEBSITE	http://www.templeshalom.net/
URJ DISTRICT	Mid Atlantic	DATE POSITION IS AVAILABLE	July 1, 2019
POSITION TITLE	Director of Congregational Learning	FULL or PART-TIME	Full

Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel
When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, all of whom would be supervised by the DoLJL or DoLL

Director of Congregational Learning (DoCE)—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)

When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational *and* administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.

Religious School Director (RSD)—Primary responsibility is direction of the religious school

Assistant Religious School Director—May be hired to provide additional educational support to the Religious School Director

- **School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

JOB DESCRIPTION

Director of Congregational Learning

Temple Shalom seeks a Director of Congregational Learning willing to nurture our community's values rooted in Torah - learning, inclusion, diversity, and Tikkun Olam. We are searching for a Director of Congregational Learning who shares our commitment to these ideals and will provide direction to our religious education program based on these values. Our vision is to remain a congregation where lifelong learning is an essential part of the religious life of all of its members.

The Director of Congregational Learning is a full-time position, which serves as the administrative and curricular head of our educational program. This position serves as a member of the senior staff and the professional leadership team of Temple Shalom. The Director of Congregational Learning will work under the direct supervision of the Senior Rabbi, who is excited to mentor and guide the new Director of Congregational Learning.

The Director of Congregational Learning will bring Jewish learning and knowledge to all aspects of the synagogue's endeavors. This position is directly responsible for envisioning, implementing, and supervising our Jewish education programs for children, adults, parents, and families, including the religious school, and possibly overseeing the *b'nai mitzvah* program. The Director of Congregational Learning will also participate in select aspects of religious worship within a framework established with the Senior Rabbi, such as our First Fridays Tot Shabbat and Family Services. While expected to be limited, these activities will be part of the professional development and mentoring of the Director of Congregational Learning.

Areas of Responsibility

Administration: Oversee the administration and management of the religious school (pre-K-12), Kids' Time (infant/toddler), youth, early childhood, and adult education programs including the registration process, progress reports, and communication. Prepare and manage annual education program's budget in conjunction with the appropriate Temple Staff and Committees. Hire, train, supervise, and evaluate school faculty, staff, and other educational staff. Coordinate and manage all communication among professional staff, administrative staff, teaching faculty, and parents, including the Religious Education Committee. Explore and develop synergistic relationships with the Jewish pre-school that operates in Temple-owned and managed space. Possibly oversee the *b'nai mitzvah* program.

Curriculum and Programming: Update, monitor, and evaluate a foundation curriculum for our infant/toddler program through grade 12 students, Hebrew, and adult education in collaboration with the faculty, Temple Committees, and the Senior Rabbi. Ensure that the curriculum is fresh, engaging, and worthy of the commitment to sustained Jewish learning we ask of our students. Actively participate in the planning and implementation of holiday and special programming within the School and the Temple community. Collaborate with other programming staff to develop, coordinate and integrate programming throughout the youth and family community. Manage the retreats and *Shabbatonim* that occur one or more times per year for 4th-10th grades.

Supervision and Coordination: Conduct and support orientation programs, training seminars, programming meetings, and professional growth opportunities for faculty. Provide leadership and supervision to the faculty, youth group advisor(s), and *b'nai mitzvah* tutors. Coordinate with the Executive Director and congregational leaders on Temple resources, budget, and facilities.

Community Outreach: Collaborate with the Senior Rabbi, the Religious Education Committee, and the Temple community to develop and implement an integrated program of formal and informal-based learning opportunities for the entire congregation. Teach courses in the religious school (including participation in Confirmation and Post-Confirmation teaching periodically) and adult education programs as appropriate. Maintain communication with parents. Participate in professional organizations and communal initiatives (e.g., Education Directors Council, ARJE, etc.).

Development and Membership: The religious school serves as one of our primary opportunities for membership recruitment. Our successful education program motivates the recruitment and retention of new members. The Director of Congregational Learning, in consultation with the Senior Rabbi, the Religious Education Committee, and Membership Committee, will develop tools and strategies to attract new members through growth in religious school enrollment.

Duties of the Director of Congregational Learning include:

- Serve as Director of Congregational Learning for our high quality, diverse, and very active Religious School, as well as play a major role in life-long learning and congregational study. These responsibilities include but are not limited to:
 - Liaison to Religious Education Committee and Youth Committee.
 - Supervise and run the Retreats and *Shabbatonim* program.
 - Supervise Family Education Program.
 - Manage all other areas of the administration of a religious school.

- In consultation with the Senior Rabbi:
 - Explore possible restoration of monthly Shabbat morning programs for students.
 - Full involvement with the *Erev* Shabbat Family Service, Tot Shabbat, Potlucks.
 - Oversee the High Holy Day Youth Services and activities (currently held during the morning services on Rosh Hashanah and Yom Kippur) and participate in the High Holy Day Afternoon Family Services.

- Serve as a productive and collaborative member of the senior and professional staff of the congregation.

DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL	AVERAGE # OF ANNUAL B'NAI MITZVAH
THIS YEAR	378	165	259	21
FIVE YEARS AGO	349	163	279	21
FUTURE DEMOGRAPHIC PROJECTIONS ARE	We anticipate membership and enrollment numbers holding steady			

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
10	18	21	24	19	28	23	28	16	16	20	19	5	3

OTHER (specify): Kids Time (adult with infant / toddler class) - 9

DAY CARE 0	PARENTS' DAY OUT 0	EARLY CHILDHOOD 0
OTHER (specify):		

HEBREW BEGINS IN GRADE 3	AND CONTINUES THROUGH GRADE 7	CONFIRMATION BEGINS IN GRADE 10
ADULT PROGRAMMING Monthly Kehillat Shalom Adult-focused educational programming during Religious, family education, congregational adult education classes	JEWISH PARENTING PROGRAMMING Yes – Kids Tme	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	URJ Camp Harlam, Capital Camps, Camps Airy and Louise, Mosh, URJ 6 Points Sports Academy, URJ 6 Point Sci-Tech, URJ 6 Points Creative Arts, Ramah Day Camp, JCC Day Camp, Havaya	

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday: preK – 5th 9:00 – 11:30 6th – 10th 6:00 – 8:00	Tuesdays 4:30 – 6:00 or Wednesday 4:30 – 6:00 or 6:30 – 8:00	Sunday and/or Wednesday evenings	Sunday evenings and occasional Shabbat programming.
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
n/a	An unaffiliated Jewish day care rents space within the Temple	Monthly during select religious school sessions for all parents as well as 1-2 family education programs per grade.	n/a
CAMP (CONGREGATION ONLY)	n/a		
OTHER (specify)			

III. PROFESSIONAL STAFF

Even if they will not be associated with the congregation next year, please list the names of all current professional staff members. Indicate if their position is full-time or part-time and their years of service with the congregation. Additional lines are provided for other staff positions, if applicable.			
	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Rabbi Rachel Ackerman	Full	First year (previously served 7 years as Assistant Rabbi and Rabbi Educator)
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR			
EDUCATOR	Rabbi JoHanna Potts	Part	Serving one year as interim Director of Education after

			Rabbi Ackerman was selected as Senior Rabbi; previously served as Director of Education on two other occasions
ASSISTANT EDUCATOR			
ADMINISTRATOR	Susan Goutos Zemsky	Full	14 years (BS, MS, senior status with NATA)
PROGRAM DIRECTOR			
YOUTH WORKER			
EARLY CHILDHOOD EDUCATOR			
CANTORIAL SOLOIST	Emily Meyer	Part	First year in current role, over 7 years doing music with the school and as periodic cantorial soloist
STUDENT CANTOR	Lianna Mendelson	Part	First Year
RABBI EMERITUS	Rabbi Bruce E. Kahn	Emeritus, but remains active in the community	38 years as rabbi to congregation; 18 years as Emeritus

Does the professional staff undergo a regular performance review process? How often? Please include a description of this process, especially as it applies to the educator.

Senior staff undergo an annual performance review. The Senior Rabbi, as the supervisor for the Director of Congregational Learning, will lead the annual performance review.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	1	Part	5
TO RABBI(S)	1	Part	5
TO CANTOR(S)			
TO ADMINSTRATOR	1	Full	8

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS	4	ART	
PRIMARY	5	COMPUTER	
INTERMEDIATE	7	DANCE	1
UPPER	6	DRAMA	1
BAR / BAT MITZVAH	4 tutors and 11-13 volunteer madrichim	HEBREW	7
HIGH SCHOOL / POST B'NAI MITZVAH	7	LEARNING CENTER	1
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	2
CUSTODIAL STAFF (specify full or part-time)	1 full time and 1 part time and casual labor		

IV. FACILITIES

SANCTUARY	1	NUMBER OF CLASSROOMS	10
CHAPEL	1	ART ROOM	No
LIBRARY	1	MUSIC ROOM	No
SOCIAL HALL / AUDITORIUM	1	YOUTH LOUNGE	Shared with a classroom
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	No
		EDUCATOR'S OFFICE	1
		COMPUTER ROOM	No
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?	Yes – unaffiliated pre-school rents classrooms used for religious school		

AGE of BUILDINGS:	SANCTUARY	53	SCHOOL	53	OFFICE AREA	53
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If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.
N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1959	and became a member of the URJ (UAHC) in	1959
The Shabbat prayer book used is	<i>Mishkan T'Filah and Gates of Prayer for Young People</i>		
The High Holy Day machzor used is	<i>Mishkan HaNeFesh and Gates of Repentance for Young People</i>		

Has the Religious School received ARJE Accreditation ?

No

If yes, in what year ?

What are the three primary goals of your congregation/institution?

- To form an inclusive Jewish community that offers a meaningful Jewish experience and meets members where they are
- To provide outstanding Jewish education to our congregants and children
- To engage in *Tikkun Olam*, advancing social justice in our community, country, and world

What are the congregation's/institution's strengths?

- A diverse, engaged, active, and exceptionally talented membership
- A dynamic, innovative, brilliant, and social-justice committed Senior Rabbi with a background in Jewish Education
- Committed lay leadership
- Located in the close-in Washington DC suburbs, we have an incredible community including vibrant Jewish institutions, an active, engaged, membership, and ability to participate in *Tikkun Olam* efforts at both a local and national level.

What are the strengths of your educational program?

- The education program is a top priority for the congregation
- *The b'nai mitzvah* program has a committed core of teachers, *madrichim*, and coordinators who engage students to ensure all can lead a full service
- Families who have a child go through the *b'nai mitzvah* process at Temple Shalom make a commitment for their children to continue in their Jewish studies in our program or in another approved program through 10th grade.

What qualities in your Educator are most important to the congregation/institution?

- Ability to relate to and be involved with students of all ages and their parents/guardians.
- Be enthusiastic about Jewish education and learning.
- Develop and implement a vibrant curriculum for all grade levels.
- Lead and supervise the faculty.
- Work collaboratively with the senior and professional staff team and the Board of Trustees.

The three most important priorities of the congregation/institution's Educator should be:

- Ensure that the Religious School retains its level of excellence as a centerpiece of congregational life
- Keeping the program, curriculum, and staff fresh, exciting, and engaging for students and families
- Identifying and implementing ways to keep students engaged post-*b'nai mitzvah* through at least 10th grade

The single most important thing an Educator needs to know about the congregation/institution is:

- We have a diverse, down to earth, highly engaged congregation deeply committed to Jewish education. Our Director of Congregational Learning is a pillar of the Congregation and a critical leader in our efforts to engage young families in our congregation.

The three most important issues facing the congregation/institution in the next five years will be:

- Ensuring a strong and successful transition under the leadership of our new Senior Rabbi and forming a cohesive leadership team with the senior and professional team and Board, along with our Rabbi Emeritus, to lead our congregation forward.
- Sustaining and increasing membership to ensure a sound and sustainable base for the Congregation. The Religious School is a prime draw for young families to join the Congregation and an outstanding Director of Congregational Learning can serve as a key factor in this effort.
- Keeping families engaged in the religious school, from family education to monthly adult education programming to post-*b'nai mitzvah* grades. We want to sustain a high level of engagement, and can only realize that goal with an exceptionally dynamic and innovative program that is responsive to family needs and keeps people excited about coming to religious school.

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes
On what date will the current educator relinquish his/her position ?	June 30, 2019

VII. COMMUNITY ATTRACTIONS

General population of location	Over 6.2 million people, the 6 th largest metro area in the United States	Total Jewish population	300,000
JEWISH INSTITUTIONS IN AREA	Too numerous to list all, but it includes the Religious Action Center, the U.S. Holocaust Memorial Museum, the Jewish Federation of greater Washington, Jewish day schools, Jewish political groups, Jewish social action groups, and many more.		
JCC	There are JCC's in Maryland, DC, and Virginia		
Federation	Jewish Federation of Greater Washington		
Jewish Family Service	Jewish Social Service Agency, Rockville MD		
Central Jewish Education Agency	Department of Jewish Life and Learning within the Jewish Federation of Greater Washington		
Jewish Day School (which grades)?	10 in the area, many offering classes through high school. The best known are Charles E. Smith Jewish Day School (K-12) and Milton Gottesman Jewish Day School of the Nation's Capital (Pre-K-8)		
Other	Washington DC has an incredible number of community attractions, too numerous to list here. The Sixth & I historic synagogue in downtown DC regularly hosts high-profile events including speakers, panels, and book talks. Temple staff have the opportunity to choose between living in close-in suburban Maryland or living in the vibrant city of Washington DC.		
Majority of members' children attend public school, private school, or Jewish day school ?	Public school, primarily Montgomery County Public Schools		
Colleges, universities and music conservatories in the area include	The Washington, DC metro area includes a large number of educational institutions, including the University of Maryland, Georgetown University, George Washington University, American University, Catholic University, George Mason University, plus a larger number of graduate programs with Washington-based campuses.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.)?	The Washington DC area has incredible cultural opportunities. The Smithsonian Institution and National Gallery of Art are unparalleled in their collections and resources. There are dozens of additional museums throughout the DC area, ranging from popular facilities like the Newseum to Jewish focused institutions such as the U.S. Holocaust Memorial Museum, the National Museum of American Jewish Military History. There are incredible musical opportunities, ranging from the Kennedy Center to local symphonies, playhouses, and theater companies. The region also has a full complement of professional sports teams, including the Washington Capitals, the Stanley Cup champions, and nationally ranked college sports. The nation's capital has become one of the most vibrant, exciting, and active metropolitan regions in the country.		

VIII. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "\$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." PLEASE DO NOT WRITE "negotiable", or "open," or "not yet determined" with no numbers included. **Without this information, your position will not be included in the ARJE's placement listings. It is also highly recommended that you NOT list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE	Minimum \$70,000
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
Length of original contract (two years recommended)	2 years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	Yes	Moving Allowance	Yes	Books & Periodicals	No	Sabbatical	No
Major Medical Insurance	Yes	Professional Dues	Yes	Congregational Membership	Yes	Cell Phone	
Dental Insurance		ARJE Conference	Yes	Religious School Tuition	Yes	Laptop Computer	
Long Term Disability Insurance		URJ Biennial	Yes	Early Childhood Tuition		Israel Trips	No
		Regional URJ Gathering					
Other (please specify)							

Social Security is required by Federal Law

Is this position being listed with any other professional placement service?	Yes
If "YES" please indicate which one and the title by which it is being listed	CCAR, Rabbi-Educator with additional clergy responsibilities

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
A	In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
B	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> ("The Blue Book"), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
E	On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
F	NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.

Name of person completing this form and position in congregation / institution	Rita Klein, President
Signature	/s/ Rita Klein

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Chair: Steven Schleien Co-Chair: Peter Howard	POSITION	Chair Search Committee and Temple Vice-President Co-Chair Search Committee, Trustee, and Chair, Religious Education Committee
STREET ADDRESS	8401 Grubb Road		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Chevy Chase, MD 20815		
TELEPHONE NUMBER	Chair: 703-614-1429 (day) Co-chair: 240-498-8985	FAX	
E-MAIL	edsearch@templeshalom.net		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
edsearch@templeshalom.net			